



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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May 13, 2004

IN REPLY PLEASE

REFER TO FILE: **AE-2**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AS-NEEDED ARCHITECTURAL ENGINEERING DESIGN
AND DESIGN REVIEW SERVICES
VARIOUS COUNTY PROJECTS
AWARD OF CONSULTANT SERVICES AGREEMENT
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

Award and authorize the Director of Public Works to execute consultant services agreements with GKK Corporation and Wayne C. Siu, Architects, to provide as-needed architect/engineer design and design review services for various County projects for a term of two years each with two 1-year renewal options. The agreements shall not exceed a fee of \$150,000 each.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended agreements will augment staff levels on an as-needed basis. The firms will provide A/E design and design review services for various County projects.

Public Works is experiencing an increasing number and variety of projects that require A/E design services. Examples include the renovation/improvement of various County buildings, various Public Works facilities, and County capital projects. The recommended consultant services agreements will expand our existing design and design review capacity on an as-needed basis and assure we continue to provide quality projects within desired timeframes.

Implementation of Strategic Plan Goals

This action will meet the County's Strategic Plan Goals of Service Excellence and Organizational Effectiveness. The use of as-needed consultant services agreements has enabled Public Works to better manage fluctuations and increases in workload while providing quality services in a responsive manner to our clients.

FISCAL IMPACT/FINANCING

The contract period will be for two years with an option for two 1-year extensions. The value of each consultant contract is \$150,000, totaling \$300,000 for both contracts. Following the initial two-year contract period, any remaining authorization within the not to exceed fee of \$150,000 will be reappropriated if the optional one-year extensions are used.

Sufficient funds to finance these agreements are available in the Public Works' Facility Project Management General Fund's Fiscal Year 2003-04 Budget and other funds proposed within Public Works' 2003-04 Budget. Costs in the Facility Project Management General Fund and Public Works Fund will be recovered through billings to capital projects and other Public Works projects. Funds required to finance the renewal options will be made available through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, GKK Corporation and Wayne C. Siu, Architects, are willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the contract specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

GKK Corporation and Wayne C. Siu, Architects, are in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for award of the consultant services agreements for this scope of work.

CONTRACTING PROCESS

On September 25, 2003, Public Works issued a Request for Proposals to 65 firms. On October 28, 2003, 17 firms responded to the RFP. An Evaluation Committee, consisting of Public Works' technical staff, evaluated the proposals. Evaluation of the firms was based on technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on their review and evaluation of the proposals, the Evaluation Committee recommended GKK Corporation and Wayne C. Siu, Architects, as the two best qualified firms to perform the specified services.

The agreements with GKK Corporation and Wayne C. Siu, Architects, include a cost of living adjustment provision that is consistent with your Board's policy and will be applied if the option years are exercised.

GKK Corporation's and Wayne C. Siu, Architects' Community Business Enterprise participation data and three-year contracting history are on file with Public Works.

As requested by your Board on February 3, 1998, the RFP was listed on the "Doing Business with Us" website. A copy of the website posting is included as Enclosure A for your reference.

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Public Works has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to these recommended contracts. These contracts are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects during the performance of the recommended consultant services.

CONCLUSION

One approved copy of this letter is requested.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

JWF:sdh

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Enc.

cc: Chief Administrative Office
County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance